

While holding the Control key on your keyboard you may mouse-click on a topic below to be taken to its location in the document. Again using the keyboard, pressing Alt+left arrow returns the user to the head of this document.

## Contents

Questions and Responses (date last updated noted below).....	1
1. Referral to CWES and Screening .....	1
2. Access to the Emergency Shelter Component of CWES and the Admission and Discharge Protocol.....	2
3. Unallocated Shelter Bed Use .....	2
4. CWES Screening Requirements and Court Orders .....	2
5. Financial and Statistical Report and CWES .....	3

## **Questions and Responses (date last updated noted below)**

### **1. Referral to CWES and Screening**

**Q1 What** is a contractor's responsibility to provide its full CWES array to a child from outside its contracted counties/CWES area?

**A1 When** referral to CWES is considered, referrals should be made to the CWES contractor serving the county where the child lives. These referrals should receive all the CWES available, ranging from the initial screening to determine if alternatives to shelter placement are appropriate to other interventions available. However, a CWES contractor is not obligated to provide its full array of CWES components to children from outside its contracted counties/CWES geographical area.

All contractors should be knowledgeable of other CWES providers so that information can be shared with referral sources.

Most likely, referrals from outside a contractor's area will be for the shelter component of CWES after it has been decided other less restrictive alternatives are not appropriate in lieu of placement. In this case, the screening should have been completed by the CWES contractor where the child lives and information from that screening should follow the child to the shelter placement. The shelter of placement would not be obligated to offer its CWES array to that child but it would be expected to keep that child safe and to work with the referral source to get that child successfully discharged when appropriate.  
(11/14/11)

**Q2** Since screening for CWES alternatives to shelter is expected before bed placement, is a contractor responsible for this when the child referred for placement is from outside its contracted counties/CWES area?

**A2** Please see related answer above. (11/14/11)

**2. Access to the Emergency Shelter Component of CWES and the Admission and Discharge Protocol**

**Q1** Can CWES contractors provide shelter beds to children referred from outside their contracted counties/CWES area?

**A1** Yes. Additionally, shelters cannot deny shelter referrals simply because the referral is from outside the contracted counties/CWES area. The Admission and Discharge Protocol must be followed regardless of where the referral originates. While it is preferable to place children into shelter as close to their home as possible, Iowa shelter beds serve children from anywhere in the state. (11/14/11)

**3. Unallocated Shelter Bed Use**

**Q1** What is an “unallocated” shelter bed and is it necessary to get approval to use one?

**A1** Unallocated beds are those not included in the number of guaranteed payment beds identified in a CWES contract. When it has been decided a shelter placement is needed and a contractor has no vacancies in its contracted/guaranteed bed capacity, approval must be provided by the Service Area Manager or designee according to the process outlined in the Shelter Unallocated Bed Placement Protocol to use another bed. In all cases of approved unallocated bed use, children must be moved into a contracted/guaranteed bed as soon as one is available. In no cases shall a CWES contractor provide a shelter bed that exceeds its licensed capacity. (11/14/11)

**4. CWES Screening Requirements and Court Orders**

**Q1** While screening to determine the viability of using alternatives lesser restrictive than placement into a shelter bed is the general expectation for all CWES referrals, is screening needed when a child is referred directly to a shelter bed, e.g., when there is a court order directly to shelter?

**A1** All court orders directly to shelter will be recognized. These situations represent cases for which there is no opportunity to divert from placement at the time of referral. However, as this program evolves, the Department is encouraging movement toward uniform practice around CWES screening and bed use. Referral sources and our private partners should work closely together to have case discussions with the appropriate CWES contractor before court actions are final, to identify whether or not available alternatives can avoid an out of home placement. This will lead to opportunities to inform

the courts about what is available around the state so that alternatives to beds can be considered.

At the very least, if a child goes directly to shelter without other CWES screening or intervention attempts, the situation should be immediately evaluated post-placement to determine if appropriate alternatives can be used to shorten bed stays. (11/14/11)

## **5. Financial and Statistical Report and CWES**

**Q1** Will it be necessary to use this form annually under the CWES contract?

**A1 Yes.** These forms have been used annually for many years to report shelter costs. Beginning with the SFY 2012 contract, CWES contractors shall continue to record and report shelter costs as they have in the past. Regarding funding for other, non-bed CWES activities, contractors shall select one of the unused Columns on the form to report related costs. (11/14/11)

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